

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0763***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: SIGN FABRICATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform skilled/manual work functions associated with design and fabrication of street signs.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides direction, guidance and assistance to employees; assigns work; provides training as needed; monitors status of work in progress; inspects completed work.

Designs and fabricates street signs, regulatory traffic signs, vehicle decals, and special signs.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, desktop publishing, database, sign making, graphics, or other software programs; installs software programs and hardware components; troubleshoots computer problems.

Digitizes images into sign program; creates computer files to match regulated signs; packs text and graphics to plot; cuts signs and text with a plotter; weeds vinyl leaving text and graphics; covers aluminum blanks with sheeting; applies vinyl signs and text to blanks and to vehicles; screen prints manually and with an automatic squeegee press; cleans silk screen with washout system; mixes and thins paint; cuts and drills sign blanks; straightens, scraps, cleans, and recovers old sign blanks.

Assembles pedestal signs; loads pedestals signs on truck and transports to job site; sets out pedestals as job order prescribes.

Oversees inventory of stock of city signs and installation tools; checks out materials to city employees; organizes materials for storage; supervises/conducts annual inventory of signs; maintains computer database of sign inventory; tracks inventory for electrical sign shop.

Records complaints on damaged/downed signs; dispatches work crews to correct damaged/downed signs.

Secures sign shop at end of day.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility vehicle, scanner, plotter, heat applicator, high intensity applicator, roll applicator, die cutter, hydraulic shear, drill press, sledgehammer, artist's instruments, and mechanic's tools.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, lubricating equipment, replacing parts, cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Maintains adequate inventory of department materials, supplies, and equipment; initiates requests for new or replacement materials; writes specifications for needed materials and supplies; determines appropriate source for materials.

Prepares or completes various forms, reports, correspondence, work orders, purchase requests, inventory reports, equipment specifications, or other documents.

Receives various forms, reports, correspondence, work orders, invoices, traffic control plans, inventory summaries, catalogs, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, vendors/suppliers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge and awareness of regulations and guidelines pertaining to street sign specifications, such as sign size, color, placement height, visibility, and placement on right-of-way areas.

Maintains material safety data sheet postings; oversees safety programs; assures that all chemical containers are properly labeled and stored.

### **ADDITIONAL FUNCTIONS**

Receives packages delivered to traffic divisions.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving sign fabrication and personal computer operations; or any equivalent combination of education, training, and experience which provides the

requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, temperature and noise extremes, machinery, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the

Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.